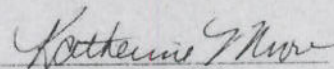


VGEA Concurrence for
Managed Competition 9/23/04

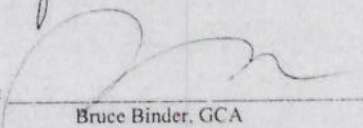
JUSTIFICATION FOR MANAGED COMPETITION:

The goal of this agreement is to advance the development of national certification of contractors to deliver whole house energy efficiency improvements in existing homes. The agreement was selected under managed competition to non-profit organizations because the expertise to accomplish this goal only exists in organizations with experience in contractor certification, specifically whole house energy efficiency improvement contractor certification. This is a complicated technical field and experience in contractor certification was essential to successful implementation. This type of experience/expertise is only found in a few non-profit organizations around the country. Given the specialized nature of the qualifications required to successfully carry out this project, we determined it was in the best interests to limit competition to only non-profit organizations.

APPROVED:


Elizabeth Craig, SRO

APPROVED:


Bruce Binder, GCA

9/23/04

Grant #483999010

[illegible][illegible]

Allocation Methodology for Building Performance Institute, Inc.

1. The funding for the grant to the Building Performance Institute will be allocated between two funding sources. The objective of the grant is to fund the continued efforts of BPI, Inc. to advance the development of national certification of contractors to deliver whole house energy efficiency improvements in existing homes. This certification addresses advanced diagnostics for homes and multiple systems within the home including heating, cooling, the building envelope and electric baseload. BPI, Inc. would be building off the foundation of their previous work establishing technician testing, development and deployment of standards and quality assurance of services delivered by contractors in New York, Kansas City and a few other markets.
 2. The time period for the methodology is fiscal years 04-05.
 3. The allocation methodology is described in the attached chart.
-

GRANT NO.

XA-831999-01-0

DATE

8/27/04

☒ ENERGY Related or OVER \$1M/Copy to Betty M.

☒ SMALL GRANT

☒ Correct Decision Official/Del of Auth

☒ PO Training/Monitoring Form

☒ Cost Sharing/Partial Funding TC 4

☒ 501 (c)(4) TC 54/55 & Status

☒ OBE/MBE TC 15 w/Attachment/Indian MBE TC 67

☒ Lobbying/Litigation TC 64

☒ Civil Rights Form or TC 61 added

☒ ROC negotiated or TC added

☒ CFDA and Program Code

☒ Object Class/Com. Notice Signed

☒ Correct PRC (D/F)/Environmental Results

☒ Prevalidation/Freezing

☒ Total BP costs/EPA Dollars (p.1,2,3)

☒ Multiple PRC Codes/Allocation Meth.

☒ Mixed Appropriation Justification/Alloc Meth

☒ Statutory Authority (Lucille Liem)/Regulatory Auth

☒ BRO Approval over \$1M

☒ Assistance vs Acquisition (Jim Drummond)

☒ Compliance with Competition Policy

☒ Unsolicited Research (cost share required)

☒ Quality Assurance/TC 24 added

☒ Reviews/Negative Comments Addressed

☒ Foreign - OIA Approval/Fly America TC 13

☒ FDB/Deviation TC 38

☒ Prompt Payment TC 1

☒ No Feds TC 12

☒ ACH TC 2

☒ CSR TC 3

☒ Consultants TC 5

☒ Debarment TC 75

☒ Early Start Date over 90 Days TC 59

☒ Conference Questionnaire

☒ Program Income TC 63

☒ EPA In-Kind in Budget/TC added

☒ Use of EPA logo - add TC

☒ Copyright TC 65

☒ Research Misconduct TC 60

☒ State Recipient/TCs 11,51,52,53,73

☒ Progress Reports (OW TC 19)

☒ Final Report

☒ Human Subjects TC 6/ORD Approval

☒ Animal Subjects TC 7

☒ Deviation for Extension (Res & Tng) TC 41

☒ Minority Issue - Wendy L. Adams (OGC)

☒ Computer Models Questionnaire

☒ PRA/ICR Issue - Barbara Pace (OGC) TC 9

☒ ICMS Entries checked/DUNNS number

☒ EPLS and SDN Lists Checked

Managed Competition - open

See Memo to only PB? - ~~add back~~

This does not have mixed approp. B + BR the same

Don Auth Rep also sign checked (Act Jeanne)

Add TC re No Feds

Add TC re status reports (cont. list with 11)

Need prog TCs showing EPA involvement

EPLS + SDN

XA-83199901-0
Attachment A

Minority Business Enterprises (MBE)/Women's Business Enterprises (WBE) Terms and Conditions for non-SRF Recipients with EPA-approved FY 1998 MBE/WBE Goals that were not based on historical data of dollars awarded to MBEs and WBEs

1. The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements.

(a) The recipient accepts the applicable FY 1998 Minority Business Enterprise (MBE)/Women's Business Enterprise (WBE) "fair share" goals/objectives negotiated with EPA by the State as the FY 1999 MBE/WBE "fair share" goals/objectives as follows:

	MBE	WBE
Construction	11.5 %	13.7 %
Supplies	18.8 %	20.5 %
Services	18.8 %	20.5 %
Equipment	18.8 %	20.5 %

(b)(1) The recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and Historically Black Colleges and Universities.

(2) For assistance agreements related to research under the Clean Air Act Amendments of 1990, the recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, disabled Americans, Historically Black Colleges and Universities, Colleges and Universities having a student body in which 40% or more of the students are Hispanic, minority institutions having a minority student body of 50% or more, and private and voluntary organizations controlled by individuals who are socially and economically disadvantaged.

(c) The recipient agrees to include in its bid documents the applicable "fair share" objectives and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "fair share" percentages.

(d) The recipient agrees to follow the six affirmative steps or positive efforts stated in 40 CFR §30.44(b), 40 CFR §31.36(e), or 40 CFR §35.6580, as appropriate, and retain records documenting compliance.

(e) The recipient agrees to submit an EPA Form 5700-52A "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements," beginning with the Federal fiscal year quarter the recipient receives the award and continuing until the project is completed. These reports must be submitted to MBE/WBE Coordinator, Lupe Saldana, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Mail Code 3903R, Room 51239, Washington, D.C. 20460, 202-564-5353, within 30 days of the end of the Federal fiscal quarter (January 30, April 30, July 30, and October 30). For assistance awards for continuing environmental programs and assistance awards with institutions of higher education, hospitals and other non-profit organizations, the recipient agrees to submit an EPA Form 5700-52A to MBE/WBE Coordinator, Lupe Saldana by October 30 of each year.

(f) If race and/or gender neutral efforts prove inadequate to achieve a "fair share" objective, the recipient agrees to notify EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "fair share" objective.

2. EPA may take corrective action under 40 CFR Parts 30, 31, and 35, as appropriate, if the recipient fails to comply with these terms and conditions.

If EPA is the cognizant Federal agency of either the educational institution or the non-profit organization, the recipient must send its indirect cost rate proposal within ninety (90) days from the effective date of the award to:

Grants Administration Division
Office of Grants and Debarment
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC 3903R
Washington, DC 20460
Attn: Indirect Cost Rate Proposal Control Desk

The non-profit recipient agrees to follow the enclosed "Sample Indirect Cost Proposal Format for Nonprofit Organizations." Additionally, the non-profit recipient must submit its indirect cost rate proposal (including audited proposals) for approval to the address above, if all of the following three conditions apply: (1) Recipient had an active EPA contract or grant(s) after June 1, 1998; (2) EPA was its cognizant agency for indirect cost rate negotiation and approval during that time, and (3) recipient did not have an approved indirect cost rate for that period.

Pursuant to 40 CFR 30.26, the non-profit recipient (including non-profit institutions of higher education) agrees to comply with the audit requirements prescribed in the Single Audit Act Amendments, and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

14. The recipient understands that none of the funds for this project (including funds contributed by the recipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project. Except however, if a Federal agency is selected through the recipient's procurement process to carry out some of the work as a contractor to the recipient, funds may be used to allow necessary Federal travel and other costs associated with Federal participation in this project.

Programmatic Conditions

1. The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

2. The recipient will submit copies of all articles, reports, newsletters, initiative summaries, studies, evaluations and other outputs developed under this agreement to the Project Officer for review prior to release to the general public. However, final decisions on the content of the materials will be made by the grantee.

3. The recipient and the Project Officer will meet quarterly, in person or by conference call, to review key accomplishments.

4. The recipient will submit trip reports as part of quarterly reports indicating progress made towards project goals.

6. LPA is partially funding this budget period and will consider funding the balance of the budget request contingent upon satisfactory progress as certified by the EPA Project Officer, the availability of funds, and EPA priorities. It is understood that the scope of work will be renegotiated to reflect the amount awarded if additional funds are not available.

7. Payment to consultants. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-13), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2004, the limit is \$524.72 per day and \$65.59 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provided the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 31.36(j) or 30.27(b).

8. In accordance with EPA guidance and OMB Circular No. A-21 or A-122, as appropriate, the recipient agrees that it will not use assistance funds (Federal or non-Federal share) for lobbying or political activities.

9. In accordance with Section 18 of the Lobbying Disclosure Act of 1995, PL. No. 103-65, 109 Stat. 691, the recipient affirms that:

(1) it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, or

(2) it is a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995.

10. The recipient agrees to provide EPA Form 5700-53, Lobbying and Litigation Certificate as mandated by EPA's annual appropriations act. Any chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The certification must be submitted in accordance with the instructions provided by the EPA award officer and is due 90 days after the end of the project period.

11. Recipients shall fully comply with Subpart C of 40 CFR Part 32, entitled "Responsibilities of Participants Regarding Transactions." Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment. Recipients may access the Excluded Parties List System at <http://epls.epa.gov>. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

12. In accordance with 40 CFR 30.240.11, program income will be added to funds committed to the project by EPA and used to further eligible project or program objectives.

13. NON-PROFIT ORGANIZATIONS & EDUCATIONAL INSTITUTIONS

If the recipient does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations," or OMB Circular A-21, "Cost Principles for Educational Institutions." The recipient must send its proposal to its cognizant Federal agency within ninety (90) from the effective date of the award for this assistance agreement.

Administrative Conditions

1. In accordance with Section 2(d) of the Prompt Payment Act (P.L. 97-177), Federal funds may not be used by the recipient for the payment of interest penalties to contractors when bills are paid late nor may interest penalties be used to satisfy cost sharing requirements. Obligations to pay such interest penalties will not be obligations of the United States.

2. The recipient agrees to comply with the MBE/WBE terms and conditions outlined in Attachment A.

3. By accepting this agreement for the electronic method of payment through the Automated Clearing House (ACH) network using the EPA-ACH payment system, the recipient agrees to:

- (a) Request funds based on the recipient's immediate disbursement requirements by presenting an EPA-ACH Payment Request to your EPA Servicing Finance Office (see EPA-ACH Payment System Recipient's Manual for additional information);
- (b) Provide timely reporting of cash disbursements and balances in accordance with the EPA-ACH Payment System Recipient's Manual; and
- (c) Impose the same standards of timing and reporting on subrecipients, if any.

Failure on the part of the recipient to comply with the above conditions may cause the recipient to be placed on the reimbursement payment method.

4. As required by EPA regulations, the recipient agrees to submit a final Financial Status Report (FSR) (Standard Form 269) within 90 days after the end of this budget period to the following address:

U.S. Environmental Protection Agency
Las Vegas Finance Center
P.O. Box 98515
Las Vegas, Nevada 89193-8515

When the recipient submits a final FSR, the recipient will in one of the following ways make an adjustment for the amount of Federal funds, if any, received in excess of the EPA share of the reported total budget period costs:

- (a) If the recipient is paid through EPA-ACH, they shall, in accordance with the enclosed payment guidance dated May 1995, refund excess assistance funds by either submitting a credit on a current EPA-ACH Payment Request or by sending a check to the lockbox address: U.S. Environmental Protection Agency, Las Vegas Financial Management Center, P.O. Box 371233M, Pittsburgh, Pennsylvania 15251.
- (b) If the recipient is paid by treasury check, they shall, in accordance with the enclosed payment guidance dated May 1995, refund excess assistance funds by submitting a check to the lockbox address in paragraph (a).

If funds are due to the recipient at the time of submission of the final FSR, the recipient shall follow the procedures as outlined on the enclosed payment guidance to request the appropriate amount of funds from EPA.

5. The recipient agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall describe the recipient's achievements with respect to stated project purposes and objectives.

Budget Summary Page

Table A - Object Class Category (Non-construction)		Total Approved Allowable Budget Period Cost
1. Personnel		\$114,000
2. Fringe Benefits		\$39,000
3. Travel		\$24,000
4. Equipment		\$0
5. Supplies		\$2,000
6. Contractual		\$53,000
7. Construction		\$0
8. Other		\$1,000
9. Total Direct Charges		\$233,000
10. Indirect Costs: % Base <u>See Terms and Conditions</u>		\$63,000
11. Total (Share: Recipient 0.00 % Federal 100.00 %)		\$296,000
12. Total Approved Assistance Amou.		\$296,000
13. Program Income		\$0

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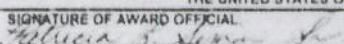
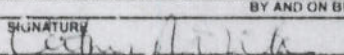
Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.034 - Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities: relating to the Clean Air Act	Clean Air Act, Sec. 103	40 CFR PART 30

[illegible]

EPA OFFICIAL FILE COPY
RETURN AFTER SIGNATURE

RFN

XA - 83199901 - 0 Page 1

	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement		ASSISTANCE ID NO.		DATE OF AWARD 2/27/04 M. LING DATE 10/14/04	
			PRG	DOC ID		AMEND#
			XA -	83199901		- 0
			TYPE OF ACTION New			
PAYMENT METHOD: ACH			ACH#			
RECIPIENT TYPE: Not for Profit			Send Payment Request to: Las Vegas Financial Management Center			
RECIPIENT: Building Performance Institute Inc 10 Hermes Road, Suite 200 Malta, NY 12020 EIN: 14-1789014			PAYEE: Executive Director Building Performance Institute, Inc. 10 Hermes Road, Suite 200 Malta, NY 12020			
PROJECT MANAGER		EPA PROJECT OFFICER		EPA GRANT SPECIALIST		
Courtney Moriarty Building Performance Institute, Inc. 10 Hermes Road, Suite 200 Malta, NY 12020 E-Mail: courtney@bpi.org Phone: 518-399-2727		Lena Nirk 1200 Pennsylvania Ave. NW, 6202J Washington, DC 20460 E-Mail: Nirk.Lena@epamail.epa.gov Phone: 202-343-3841		Asher Weinberg Grants Administration Division 1200 Pennsylvania Ave. NW Washington, DC 20460-3903R E-Mail: Weinberg.Asher@epa.gov Phone: 202-564-5348		
PROJECT TITLE AND DESCRIPTION National Certification Program for Whole-House Contractors The objective of this proposal is to fund the continued efforts of the Building Performance Institute, Inc. to advance the development of a national certification program for contractors to deliver whole-house energy efficient improvements in existing homes. Energy efficient home improvements will help to improve air quality, while reducing pollution and decreasing energy costs.						
BUDGET PERIOD 09/01/2004 - 08/31/2007		PROJECT PERIOD 09/01/2004 - 08/31/2007		TOTAL BUDGET PERIOD COST \$295,000.00		
				TOTAL PROJECT PERIOD COST 1,000,000.00		
NOTE: The Agreement must be completed in duplicate and the Original returned to the appropriate Grants Management Office listed below, within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. Receipt of a written refusal or failure to return the properly executed document within the prescribed time, may result in the withdrawal of the offer by the Agency. Any change to the Agreement by the Recipient subsequent to the document being signed by the EPA Award Official, which the Award Official determines to materially alter the Agreement, shall void the Agreement.						
OFFER AND ACCEPTANCE						
The United States, acting by and through the U.S. Environmental Protection Agency (EPA), hereby offers Assistance/Amendment to the <u>Building Performance Institute Inc</u> for <u>100.00</u> % of all approved costs incurred up to and not exceeding <u>\$295,000</u> for the support of approved budget period effort described in application (including all application modifications) cited in the Project Title and Description above, signed <u>07/13/2004</u> included herein by reference.						
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE			
ORGANIZATION / ADDRESS			ORGANIZATION / ADDRESS			
Grants Administration Division 1200 Pennsylvania Ave. NW 3903R Washington, DC 20460			Environmental Protection Agency Office of Air and Radiation 1200 Pennsylvania Ave. NW Washington, DC 20460			
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY						
SIGNATURE OF AWARD OFFICIAL		TYPED NAME AND TITLE		DATE		
		Madred Lee, Chief, Grants Operations Branch A		2/27/04		
This agreement is subject to applicable U.S. Environmental Protection Agency statutory provisions and assistance regulations. In accepting this award or amendment and any payments made pursuant thereto, (1) the undersigned represents that he is duly authorized to act on behalf of the recipient organization, and (2) the recipient agrees (a) that the award is subject to the applicable provisions of 40 CFR Chapter 1, Subchapter B and of the provisions of this agreement (and all attachments), and (b) that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, and by EPA to have been overpaid will be refunded or credited in full to EPA.						
BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION						
SIGNATURE		TYPED NAME AND TITLE		DATE		
		COURTNEY MORIARTY, EXECUTIVE DIRECTOR		10/15/04		

✓ JMS
RFN 10/15/04

TOP

SECTION 2

(WHITE)

Routing and Transmittal Slip		GAD Receipt Date <u>11/30/05</u>	
		White House Not. _____	
Date to AAO: <u>12/12/05</u> <u>12/21/05</u>			
		Initial	Date
<u>APW 12/13/05</u> FROZEN			
1. AAO		<u>APW</u>	<u>12/13/05</u>
2. RETURN: Asher Weinberg		<u>A.W.</u>	<u>12/12/05</u>
3. Mailout		<u>BR</u>	<u>12-29-05</u>
Award/Amendment for ACTION Assistance I.D. Number: <u>XA-83199901-1</u>			
Mail Date <u>12/29/05</u>			
<input type="checkbox"/>	New Agreement	<input type="checkbox"/>	Partial Funding
<input checked="" type="checkbox"/>	Increase Funding	<input type="checkbox"/>	New Fellowship
<input type="checkbox"/>	Decrease Funding	<input type="checkbox"/>	Fellowship Increase
<input type="checkbox"/>	Time Extension w/ Money	<input type="checkbox"/>	Other (Administrative)
<input type="checkbox"/>	No-Cost Extension		
From: Asher Weinberg 504-5348			

Programmatic Terms and Conditions

1. The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.
2. The recipient will submit copies of all articles, reports, newsletters, initiative summaries, studies, evaluations and other outputs developed under this agreement to the Project Officer for review prior to release to the general public. However, final decisions on the content of the materials will be made by the grantee.
3. The recipient and the Project Officer will meet quarterly, in person or via conference call, to review key accomplishments.
4. The recipient will submit trip reports as part of quarterly reports indicating progress made towards project goals.

certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The certification must be submitted in accordance with the instructions provided by the EPA award official and is due 90 days after the end of the project period.

11. Recipients shall fully comply with Subpart C of 40 CFR Part 32, entitled "Responsibilities of Participants Regarding Transactions." Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment. Recipients may access the Excluded Parties List System at <http://epls.ainet.gov>. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

12. In accordance with 40 CFR 30.24(b)(1), program income will be added to funds committed to the project by EPA and used to further eligible project or program objectives.

13. NON-PROFIT ORGANIZATIONS & EDUCATIONAL INSTITUTIONS

If the recipient does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions." The recipient must send its proposal to its cognizant Federal agency within ninety (90) days from the effective date of the award for this assistance agreement.

If EPA is the cognizant Federal agency of either the educational institution or the non-profit organization, the recipient must send its indirect cost rate proposal within ninety (90) days from the effective date of the award to:

Grants Administration Division
Office of Grants and Debarment
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC 2903R
Washington, DC 20460
Attn: Indirect Cost Rate Proposal Control Desk

The non-profit recipient agrees to follow the enclosed "Sample Indirect Cost Proposal Format for Nonprofit Organizations." Additionally, the non-profit recipient must submit its indirect cost rate proposal (including audited proposals) for approval to the address above, if all of the following three conditions apply: (1) Recipient had an active EPA contract or grant(s) after June 1, 1998; (2) EPA was its cognizant agency for indirect cost rate negotiation and approval during that time; and (3) recipient did not have an approved indirect cost rate for that period.

Pursuant to 40 CFR 30.26, the non-profit recipient (including non-profit institutions of higher education) agrees to comply with the audit requirements prescribed in the Single Audit Act Amendments, and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

14. The recipient understands that none of the funds for this project (including funds contributed by the recipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project. Except however, if a Federal agency is selected through the recipient's procurement process to carry out some of the work as a contractor to the recipient, funds may be used to allow necessary Federal travel and other costs associated with Federal participation in this project.

P.O. Box 98515
Las Vegas, Nevada 89193-8515

When the recipient submits a final FSR, the recipient will in one of the following ways make an adjustment for the amount of Federal funds, if any, received in excess of the EPA share of the reported total budget period costs:

- (a) If the recipient is paid through EPA-ACH, they shall, in accordance with the enclosed payment guidance dated May 1995, refund excess assistance funds by either submitting a credit on a current EPA-ACH Payment Request or by sending a check to the lockbox address: U.S. Environmental Protection Agency, Las Vegas Financial Management Center, P.O. Box 371293M, Pittsburgh, Pennsylvania 15251.
- (b) If the recipient is paid by treasury check, they shall, in accordance with the enclosed payment guidance dated May 1995, refund excess assistance funds by submitting a check to the lockbox address in paragraph (a).

If funds are due to the recipient at the time of submission of the final FSR, the recipient shall follow the procedures as outlined on the enclosed payment guidance to request the appropriate amount of funds from EPA.

- 5. The recipient agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall describe the recipient's achievements with respect to stated project purposes and objectives.
- 6. EPA is partially funding this budget period and will consider funding the balance of the budget request contingent upon satisfactory progress as certified by the EPA Project Officer, the availability of funds, and EPA priorities. It is understood that the scope of work will be renegotiated to reflect the amount awarded if additional funds are not available.
- 7. Payment to consultants. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2004, the limit is \$524.72 per day and \$65.59 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 31.36(j) or 30.27(b).
- 8. In accordance with EPA guidance and OMB Circular No. A-21 or A-122, as appropriate, the recipient agrees that it will not use assistance funds (Federal or non-Federal share) for lobbying or political activities.
- 9. In accordance with Section 16 of the Lobbying Disclosure Act of 1995, PL. No. 105-65, 109 Stat. 691, the recipient affirms that:
 - (1) it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or
 - (2) it is a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995.
- 10. The recipient agrees to provide EPA Form 5700-53, Lobbying and Litigation Certificate as mandated by EPA's annual appropriations act. A chief executive officer or any entity receiving funds under this Act shall



Asher
Weinberg/DC/USEPA/US
12/07/2005 04:48 PM

To: slarmon@bpi.org
William Parlapiano <wjp3@bpi.org>, Susan
cc: Donnelly/DC/USEPA/US@EPA, Le. a
Nirk/DC/USEPA/US@EPA
bcc:
Subject: EPA Grant XA-83199901-1

Hi Sally,

Given the situation with the IDC submission, I'm going to ask that you review the Terms and Conditions of your original award and verify in writing to me that you are in compliance with the others. For instance, you'll need to verify whether you have been complying with your MBE/WBE report submissions. In any case, please verify whether you are meeting both Administrative and Programmatic requirements.

Thank you very much for your help and patience. I think this exercise will serve to correct any problems that may be underway regarding BPI's compliance with EPA Terms and Conditions.

The Terms and Conditions from the original award are pasted below.

Asher Weinberg
Grants Specialist
EPA Grants Administration Division 3903R
202-564-5348
202-565-2470 (fax)
weinberg.asher@epa.gov

Administrative Terms and Conditions

1. In accordance with Section 2(d) of the Prompt Payment Act (P.L. 97-177), Federal funds may not be used by the recipient for the payment of interest penalties to contractors when bills are paid late nor may interest penalties be used to satisfy cost sharing requirements. Obligations to pay such interest penalties will not be obligations of the United States.
2. The recipient agrees to comply with the MBE/WBE terms and conditions outlined in Attachment A.
3. By accepting this agreement for the electronic method of payment through the Automated Clearing House (ACH) network using the EPA-ACH payment system, the recipient agrees to:
 - (a) Request funds based on the recipient's immediate disbursement requirements by presenting an EPA-ACH Payment Request to your EPA Servicing Finance Office (see EPA-ACH Payment System Recipient's Manual for additional information).
 - (b) Provide timely reporting of cash disbursements and balances in accordance with the EPA-ACH Payment System Recipient's Manual; and
 - (c) Impose the same standards of timing and reporting on subrecipients, if any.

Failure on the part of the recipient to comply with the above conditions may cause the recipient to be placed on the reimbursement payment method.

4. As required by EPA regulations, the recipient agrees to submit a final Financial Status Report (FSR) (Standard Form 269) within 90 days after the end of this budget period to the following address:

U.S. Environmental Protection Agency
Las Vegas Finance Center

To: Asher Weinberg, EPA
From: Sally Larmon, Director of Administration
Date: December 7, 2005
Subject: Change in Project Management

The original Project Manager for EPA grant XA 83199901-0 was Courtney Moriarta, Executive Director of BPI. Ms. Moriarta resigned her position at BPI effective 12/31/04. From 1/1/05 - 3/13/05, the Project Manager position was temporarily filled by Steve Cowell, who is a member of BPI's Board of Directors. Effective 3/14/05, the Project Manager became William J. Parlapiano, III, Chief Executive Office of BPI.

Mr. Parlapiano's biography is on page 2 of this memo.



Sally Larmon
<slarmon@bpl.org>
12/07/2005 03:27 PM

To: Asher Weinber <DC/USEPA/US@EPA>
cc: William Parlapiano <wjp3@bpl.org>
bcc:
Subject: Requested Documentation

As requested, I have attached a memo verifying the change in Project Management for grant XA-83199901-0. Included on page 2 of the memo is the new Project Manager's resume/biography.

I am working on the Indirect Cost Proposal and expect to have that to you shortly.

Sally Larmon
Director of Administration
Building Performance Institute
10 Hermes Rd. Suite 200
Malta, NY 12020
518.899.2727
518.899.1622 (FAX)



Verification of Change in Project Management.doc

To: Asher Weinberg, EPA
From: Sally Larmon, Director of Administration
Date: December 7, 2005
Subject: Change in Project Management

The original Project Manager for EPA grant XA 83199901-0 was Courtney Moriarta, Executive Director of BPI. Ms. Moriarta resigned her position at BPI effective 12/31/04. From 1/1/05 - 3/13/05, the Project Manager position was temporarily filled by Steve Cowell, who is a member of BPI's Board of Directors. Effective 3/14/05, the Project Manager became William J. Parlapiano, III, Chief Executive Officer of BPI.

Mr. Parlapiano's biography is on page 2 of this memo.

11/03/04	\$9,439.63	GP 05AS0066082	Forward					
09/28/04	\$166,000.00	RQ 0458EC4564	Back					
09/28/04	\$130,000.00	RQ 0458FC4565	Back					

Warehouse Homepage

EPA @Work Home | EPA Internet | Search | Comments

http://casint.rtpnc.epa.gov/pls/neis/ifms_doc.resolve

This web page was last updated on 11/16/2005.

This data was last updated on 12/07/2005 12:05

This page coordinated by: Robert Shields



Document Review

IFMS Document: GO
XA83199901

12/07/05

Document Summary: General Ledger Entries

Doc Type: GO

Doc No: XA83199901

Vendor Code: 141789014AV

GICS Grant No: 831999010

GICS Budget Start Date: 09/01/2004

GICS Budget End Date: 08/31/2007

GICS Project Start Date: 09/01/2004

GICS Project End Date: 08/31/2007

Order Date: 09/27/04

Effective Date: 09/27/04

Closed Date: 10/19/05

End Date:

Servicing Finance Office: AP33

Order Amount: \$296,000.00

Paid Amount: \$296,000.00

Available Amount: \$0.00

Vendor: BLDG PERFORMANCE INSTITUTE INC

FSR Status:

PO Approved
 PO Certified
 No account issues
 75% ~~100%~~ Invt. Funding
 Part 30 recip.
 B.M. NPA made for
 Jones P.A.D.B. 12/7/05


Document Details: Expand

Line#	Line Amt	Paid Amt	Available Amt	BFY	Fund	Org	Program	Job	BOC	Cos
001	\$166,000.00	\$166,000.00	\$0.00	20042005	B	58E2	105A46D	n/a	4183	
002	\$130,000.00	\$130,000.00	\$0.00	20042005	BR	58E0X18	105A46D	n/a	4183	

Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	R
10/20/05	\$3,276.04	GP 06AS0128621	Forward					
10/20/05	\$77,287.54	GP 06AS0128622	Forward					
09/14/05	\$35,724.73	GP 05AS0122026	Forward					
08/10/05	\$32,386.63	GP 05AS0114000	Forward					
07/12/05	\$44,832.84	GP 05AS0110372	Forward					
06/23/05	\$41,715.83	GP 05AS0107128	Forward					
05/11/05	\$17,547.92	CP 05AS0098353	Forward					
04/05/05	\$11,156.98	GP 05AS0091685	Forward					
03/01/05	\$3,225.42	GP 05AS0085452	Forward					
02/01/05	\$4,186.91	GP 05AS0080157	Forward					
12/30/04	\$957.68	GP 05AS0075531	Forward					
12/27/04	\$6,980.64	GP 05AS0074760	Forward					
12/02/04	\$7,281.21	GP 05AS0070848	Forward					

Certified Project Officers Database

EPA Domino Directory ==> 

Project Officer Information

Project Officer:	Lena Nirk	Grants Only
Office:	OAR,OAP,CPD	E-Mail: lena.nirk@epamail.epa.gov
AAShip:	OAR	Phone: 202-343-9841
Org Code:	6202	Mail Code: 6202

Training Information

Basic Training Date 01/21/97	Basic Training Type <input type="radio"/> Full Course <input type="radio"/> Grants Only <input type="radio"/> IAG Only
Refresher Training Date 04/28/2005	Refresher Training Type <input type="radio"/> Refresher/Class <input type="radio"/> IAG Only Refresher <input checked="" type="radio"/> Refresher/OnLine <input checked="" type="radio"/> Grants Only Refresher

Managers Training Type <input type="radio"/> Full Course <input type="radio"/> Refresher Class	Managers Training Date
Managers Last Training Date	
Managers Certification Expiration Date	

Last Training Date	04/28/2005
Certification Expiration Date	04/28/2008

Comments

Created By:

Donald Garner/DC/USEPA/US on 08/21/2002

Last Modified By:

Jeanne Conklin/DC/USEPA/US on 11/08/2005

Notification History:

NotifiedBy	NotifiedDate
Jeanne Conklin/DC/USEPA/US	04/01/2005
Jeanne Conklin/DC/USEPA/US	04/26/2005

State	Name	Rate Type	Rate	Rate Date	Basis of Rate
NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - UPSTATE					
	MBE	FY99 Categorical Rates - Services:		01/01/1999	Disparity Study
		8.8% Supplies: 8.8% Equipment:			
		8.8% Construction: 6%			
	WBE	FY99 Categorical Rates - Services:		01/01/1999	Disparity Study
		8.8% Supplies: 8.8% Equipment:			
		8.8% Construction: 6%			

Note: The Program
Office is working on
the Allocation Methodology
So ~~v~~ this Funding Package
and will send forward
A S A P.

TO: Lena Nirk, EPA
FROM: William J. Parlapiano, III, CEO
Building Performance Institute
RE: Year 2, EPA Grant # XA-83199901-0 Funding Request
\$400,000

The budget for this request will be broken out as follows:

Personnel	\$110,000
Fringe Benefits	30,000
Travel	30,000
Supplies	2,000
Contractual	170,000
Other	28,000
Indirect	30,000
Total	\$400,000

Details of this budget are as follows:

Personnel – salary expenses for CEO, Director of Administration, Director of Certification, Director of Operations, Director of Standards, Director of National Development, Director of Quality Assurance

Fringe Benefits – expenses associated with salaries, including health insurance, 401K, payroll service, etc.

Travel – travel to exhibit at conferences; attend meetings with industry trade associations, partners, stakeholders, technical committee; travel for affiliate set-up

Supplies – conference and meeting supplies

Contractual – Contractual labor with MarketEdge Consulting, Southface Institute, RESNET, VGI

Other – conference exhibit and sponsor fees, website design services; conference shipping

POST-AWARD MONITORING

Grant No. XA-83199901

Project Officers need to answer the following questions as part of EPA's project monitoring initiative. You may email your response to your grants specialist or fax it to them at (202) 260-1828.

1. Have you received the Project Officer's Training? ☒ Yes ☐ No

Date Training Completed: May, 2005 (Lena Nink)

2. Is this project progressing satisfactorily? ☒ Yes ☐ No

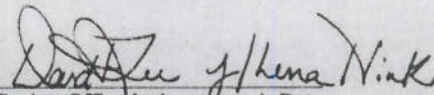
If no, explain the circumstances and the action taken to remedy the situation.

3. Have you received the progress reports required by this Assistance Agreement? ☒ Yes ☐ No
☐ Not Due
☐ Not Required

If no, explain the action you have taken to obtain these reports.

4. Have you checked the terms and conditions noted in this Assistance Agreement to ensure that the recipient is in compliance? (e.g. QA plan) ☒ Yes ☐ No
☐ N/A

If no, explain the action you have taken.


Project Officer's signature / Date 6/21/05

addition to reducing GHG intensity - from cleaner air to lower energy bills. At the core of these efforts are voluntary government-industry partnership programs designed to capitalize on the opportunities that consumers, businesses and organizations have for making sound investments in efficient equipment, policies and practices, and transportation choices

VI. Competition:

OAR, OAP, CPPD received 8 applications from the competition CPPD-04-02 "Whole House Contractor Certification for the Delivery of Energy Efficiency in Home Improvement" solicited on January 26, 2004. One proposal was selected for funding for \$1,000,000 from the competition.

VII. Recommendation:

The applicant is requesting \$400,000 to fund activities for the period October 15, 2005 through June 30, 2006. We recommend funding at this level.

VIII. Approval:

✓ I approve this project

 I disapprove of this project

Brian J. McLean
Brian J. McLean, Office of Atmospheric Program

Attachment:

Letter of request from grantee with budget narrative
Post-Award Monitoring Form.

III. Statutory Authority:

The Clean Air Act, Section 103 provides for studies relating to the causes, effects, extent, prevention and control of air pollution. Investigation, training, and coordination of such activities are permitted. In addition, section 103(g) directs the Administrator to institute a "technology program to develop, evaluate, and demonstrate non-regulatory strategies and technologies for air pollution prevention." The section calls on the Administrator to provide opportunities for industry, public interest groups, scientists and other interested persons to participate in strategy development. Section 103(g) further directs EPA to include as elements in the program "improvements in non-regulatory strategies and technologies for preventing or reducing multiple air pollutants including sulfur oxides, nitrogen oxides, heavy metals, PM-10 (particulate matter), carbon monoxide and carbon dioxide..." The strategies and technologies are to improve various pollutant reduction and non-regulatory control strategies including energy efficiency.

IV Delegation of Authority Number:

Delegation of Authority # 7-11.

V Justification of Award of Assistance:

The purpose of this project is to support the accomplishment of a public purpose rather than to acquire property or services for EPA. This assistance agreement has been reviewed for appropriateness relative to the criteria and examples provided in the "Policy for Distinguishing Between Assistance and Acquisition." I certify that this assistance agreement appropriately meets the criteria.

The general public benefits through decreased greenhouse gas emissions. In addition, certification allows building professionals to benefit because homeowners can recognize them as professionals with a demonstrated ability to perform high-quality energy efficiency improvements. Home owners benefit through a mechanism to recognize skilled building performance contractors and through decreased utility bills once work is performed.

V. Environmental Results

In accordance with GPI 04-02, the project work plan supports the Agency's strategic plan goals. Specifically, the work plan is consistent with:

Goal 1: Clean Air and Global Climate Change
Objective 1.5: Reduce Greenhouse Gas Intensity

EPA's strategy for helping to reduce GHG intensity is to enhance its partnerships with businesses and other sectors through programs that deliver multiple benefits in

meetings, complete website upgrades and develop educational and promotional materials for consumers and contractors.

- 2) Develop affiliate network. BPI will continue to recruit, train and qualify new affiliates for their program. Likely candidates include affiliates in Texas, Colorado, Arizona, California, Oregon and Michigan
- 3) Technical development of job standards. BPI will work to revise and maintain certifications through its standing technical committees. The development of standards relevant to southern climates is very important to the national success of BPI.
- 4) Quality assurance for certification and accreditation. BPI will continue to work with its industry partners to develop and enhance criteria consistent with nationally accepted standards as well as create and implement enhanced contractor performance review criteria similar to ISO-9004-2. BPI will investigate quality assurance criteria, including national criteria for accreditation.

II. Accomplishments

To date BPI has made significant progress toward the goals outlined in the cooperative agreement. Highlights of the accomplishments include:

- BPI drafted a Guide to Accreditation document that serves as the basis for the new accreditation policy and procedures once the guide is finalized and adopted as BPI policy.
- BPI is in the process of revising the technical standards to ensure these standards reflect an increasing stringency of technical skills needed to perform whole house evaluations
- BPI has expanded its national presence and opened up affiliate discussion opportunities in Arizona, Colorado, Oregon, Texas, Michigan, Missouri, Georgia, North Carolina and Tennessee.
- BPI and the Residential Energy Services Network (RESNET) have reached an agreement that BPI would develop a certification for whole-house evaluators such as HERS raters to participate under the BPI umbrella of certifications. This has important implications for a quality assurance program for Home Performance with ENERGY STAR
- BPI has conducted an aggressive trade-based outreach campaign to reach HVAC, re-modelers and other trades. Staff has participated in various conferences and events, serving on boards, reviewing standards in the development with other organizations affecting building performance efforts



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF AIR AND RADIATION

Climate Protection Partnership Division
U.S. EPA 6202J
Washington, DC 20460

MEMORANDUM

DATE: November 18, 2005

SUBJECT: Incremental Memorandum: Request for incremental funding for the Building Performance Institute (BPI) cooperative assistance agreement XA-83199901, "Whole House Contractor Certification for the Delivery of Energy Efficiency in Home Improvement"

FROM: Lena Nirk, Project Officer

THRU: Kathleen Hogan, Director, Climate Protection Partnerships Division

TO: Brian J. McLean, Director, Office of Atmospheric Programs

Please approve incremental funding of \$ 400,000 for this assistance agreement for ongoing activities covering October 15, 2005 through June 30, 2006

I. Objective of Project:

The objective of this incremental funding request is to continue the efforts of BPI to advance the development of national certification of contractors to deliver whole house energy efficiency improvements in existing homes. This certification addresses advanced diagnostics for homes and multiple systems within the home including heating, cooling, the building envelope and electric base load. BPI, Inc. would be building off the foundation established during the first year of this cooperative agreement. During its first year of funding, BPI established technician testing and developed and deployed standards and quality assurance services.

Through this cooperative agreement, BPI will continue to

- 1) Outreach to develop stakeholder support. To accomplish this task BPI will exhibit at conferences and sponsor national conferences, attend industry trade

D4 - Surface Water protection

Water quality monitoring - RPIO Activity Code: PQ

(This was formally contained in OW's RPIO activity code 24)

Surface Water protection (other activities) - No codes associated with this sub Program/Project.

(This is an "other activities" sub P/P)

CONNECT SES

ACTION: R SCREEN: REQL USERID: EBFI 11/29/05 09:36:12 AM
*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: RQ REQ NJ: 0658EC6095

01- LINE NO:	001	BFY:	2005 2006	APPR:	BR	RPIO:	27	
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	COST ORG:		SITE/PROJ:			CLOSED AMT:		0.00
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	LAST CHG STATUS:		DESCRIPTION:					
02- LINE NO:		BFY:		APPR:		RPIO:		
	BUDGET ORG:			PE:		LINE AMT:		
	COST ORG:		SITE/PROJ:			CLOSED AMT:		
		BOC:	RPTG CATG:			OBLG AMT:		
	LAST CHG STATUS:		DESCRIPTION:					
03- LINE NO:		BFY:		APPR:		RPIO:		
	BUDGET ORG:			PE:		LINE AMT:		
	COST ORG:		SITE/PROJ:			CLOSED AMT:		
		BOC:	RPTG CATG:			OBLG AMT:		
	LAST CHG STATUS:		DESCRIPTION:					

02-*L009 HEADER CHANGE

I certify that the commitment on
this PR has been accepted by
IFAS as shown on the PRCL
screen.
[Signature]
Cfr Bailey 202 943-8678
620 LJ

CONNECT.SES

ACTION: R SCREEN: REQL USERID: EBF1

11/29/05 10:56:49 AM

*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***

KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: RO

REQ NO: 0658EC6093

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COST ORG: GA SITE/PROJ: CLOSED AMT: 0.00
BOC: 4183 RPTG CATG: OBLG AMT: 0.00
LAST CHG STATUS: DESCRIPTION:
02- LINE NO: BFY: APPR: RPIO:
BUDGET ORG: PE: LINE AMT:
COST ORG: SITE/PROJ: CLOSED AMT:
BOC: RPTG CATG: OBLG AMT:
LAST CHG STATUS: DESCRIPTION:
03- LINE NO: BFY: APPR: RPIO:
BUDGET ORG: PE: LINE AMT:
COST ORG: SITE/PROJ: CLOSED AMT:
BOC: RPTG CATG: OBLG AMT:
LAST CHG STATUS: DESCRIPTION:

02-*L009 HEADER CHANGE

Verify that the commitment on
PR has been accepted by
S as shown on this PR
on.
213
Bailey 502 503-507
011

Session1

ACTION: A SCREEN: CFRA USERID: RPNI

12/08/05 12:44:56 PM

CONTRACT REQUISITION FREEZE ACTION SCREEN

KEY IS CONTRACT REQUISITION DOCUMENT ID

	DOCUMENT ID	FREEZE AMOUNT	CONTRACT OFFICER
01-	RQ 0658EC6095	200,000.00	XA-83199901-1; RPN 564-5348
02-	RQ 0658EC6093	200,000.00	XA-83199901-1; RPN 564-5348
03-			
04-			
05-			
06-			
07-			
08-			
09-			
10-			
11-			
12-			
02-	L030 ALL LINES ADDED		

*Funds Frozen
RPN 12/8/05*

**United States
Environmental Protection Agency**

COMMITMENT NOTICE

NOTE: Preparation and approval of this form does not constitute an obligation of money. The use of this form is intended to guarantee availability of money by reserving it for certain types of specified transactions.

THIS COMMITMENT TRANSACTION IN THE AMOUNT OF **400,000** IS FOR: Incremental Funding

☐ GRANT ☐ INTERAGENCY AGREEMENT ☐ OTHER XA83199901-1
☒ COOPERATIVE AGREEMENT ☐ CONTRACT ☐ PURCHASE ORDER (Please provide project number)

DESCRIPTION OF PROJECT, GOODS, OR SERVICES: National Certification Program for Whole-House Contractors

NAME OF GRANTEE/CONTRACTOR/VENDOR: Building Performance Institute, Inc. EMPLOYER IDENT. NO. (EIN)

TASK, ROAP, OR OTHER LOCAL IDENTIFIER:

SPECIAL COMMENTS OR INSTRUCTIONS:

ALLOWANCE HOLDER APPROVALS (Optional, at discretion of Allowance Holder)

ALLOWANCE HOLDER TYPE: RESPONSIBILITY CENTER TITLE:

STAFF APPROVALS

SIGNATURE	DATE	PHONE
Kathleen Hogan, Director, CPPD	11/23/05	
Brian J. McLean, Director, OAP	11/28/05	

FUNDS CERTIFICATION

PREPARED BY		APPROVED BY	
SIGNATURE Susan Donnelly		SIGNATURE Liz Bailey	
DATE 11/18/05	PHONE 343-9735	DATE 11/29/05	PHONE 343-9072

For Responsibility Center: 170-000

Contract negotiator ☐ is ☐ is not authorized to exceed amount shown above by up to 10% without securing further approval for funds

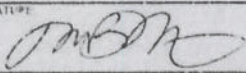
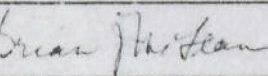
THE AMOUNT OF MONEY IS:

☒ AN ORIGINAL COMMITMENT ☐ AN INCREASE TO A PREVIOUS COMMITMENT ☐ A DECREASE TO A PREVIOUS COMMITMENT

FINANCIAL AND ACCOUNTING DATA

Ln	DCN (Max 6)	Budget/ FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	SFO
1	EC 6093	0607	B	SRE 2	105A46DP	4183	33
2	EC 6095	0606	BR	SRE0X07	105A46D	4183	
3							

	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org Code (Max 7)
1	\$200,000			GR
2	\$200,000			
3				

APPLICANT:		PROJECT ID NUMBER:		APPROVED DURATION PERIOD DATES	
Building Performance Institute, Inc.		XA83199901-1		PROJECT PERIOD	BUDGET PERIOD
				9/01/04 - 8/31/07	9/01/04 - 8/31/07
PROJECT TITLE AND DESCRIPTION:					
National Certification Program for Whole-House Contractors					
PROGRAMMATIC TERMS AND CONDITIONS: (Use separate sheet for listing Terms and Conditions)			PROJECT OFFICER TRAINING RECEIVED?		
			YES X DATE: <u>May 2005</u> (MONTH/YEAR) NO O		
Initial Funding? YES O NO X		Incremental Funding: (For projects previously funded and are ongoing, please answer the following questions.)			
Project budget cost shared? YES O NO X		1. Is this project progressing satisfactorily? If no, explain the circumstances and the action taken to remedy the situation.		YES X NO O	
Does this project involve Human Subjects? YES O NO X		2. Have you received the progress reports required by this Assistance Agreement? If no, explain the action you have taken to obtain these reports.		YES X NO O NOT DUE O NA O	
Animal Subjects? YES O NO X		3. Have you checked the terms and conditions noted in this Assistance Agreement and ensured that the recipient is in compliance? (e.g. QA plan) If the recipient is not in compliance, explain the action taken to remedy the situation.		YES X NO O	
APPROVED BUDGET					
COST CATEGORY CLASSIFICATION: (NON-CONSTRUCTION)		ALLOWABLE BUDGET PERIOD COST:			
		TABLE-A		TABLE-B	
1	PERSONNEL:	\$110,000			
2	FRINGE BENEFITS:	30,000			
3	TRAVEL:	30,000			
4	EQUIPMENT:				
5	SUPPLIES:	2,000			
6	CONTRACTUAL SERVICES:	170,000			
7	CONSTRUCTION:				
8	OTHER:	28,000			
9	TOTAL DIRECT COSTS:	\$370,000			
10	INDIRECT COSTS: RATE: % BASE:	30,000			
11	TOTAL APPROVED PROJECT PERIOD COSTS:	\$400,000			
12	TOTAL APPROVED EPA AMOUNT:	\$400,000			
EPA PROJECT OFFICER					
NAME AND TITLE		ADDRESS (Include ZIP code)		TELEPHONE NO.	
Lena Nirk, Project Officer		OAR/OAP/CPD Mail Stop 62023 1200 Pennsylvania Ave., NW Washington, DC 20460		(202) 343-9841	
RECOMMENDING OFFICIAL					
SIGNATURE		TYPED NAME AND TITLE		DATE	
		Kathleen Hogan, Director Climate Protection Partnerships Division		11/23/05	
DECISION OFFICIAL APPROVAL					
SIGNATURE		TYPED NAME AND TITLE		DATE	
		Brian J. McLean, Director Office of Atmospheric Programs		11/28/05	

Pre-Award Administrative Review Checklist

Recipient Name Building Performance Inst.

Grant Number YA-9319901-0

☒ **Award with Total Projected Federal Funds over \$200,000** (Including New Awards, Increments and Supplements)

☒ Applicant is pre-certified (enter date of certification / /)

☐ Applicant is not pre-certified

☐ Referred to AAO / /

☐ Certified by GMO / /

☒ Open Administrative Items in the Grantee Compliance Database

☒ Pending close-outs more than 6 months past the project end date

☒ Statement of Programmatic Capability Included in Funding Recommendation

/ Decision Memo

Inv. Award.

☐ **Award with Total Projected Federal Funds Under \$200,000** (Including New Awards, Increments and Supplements)

☐ Open Administrative Items in the Grantee Compliance Database

☐ Pending close-outs more than 6 months past the project end date

☐ Statement of Programmatic Capability Included in Funding Recommendation

/ Decision Memo

Notes / Special Conditions

Grants Specialist Signature

Debra Wembury

Date

12/1/2005

Revised 6/3/05

GRANTS SPECIALIST REVIEW SHEET

GRANT NO. XA-131999-01-0

☒ Certification of Discretionary Grant 3/30/05

☒ Preaward Nonprofit Capability Review 3/31/05

☒ OVER \$1M. pay to Betty M.

☒ SM-11. GRANT add to description

☒ Correct Official's signature

☒ Comm. N. signature

☒ REQL Printout/Freeze Sheet

☒ Date of Authority Number 7-11

☒ Monitoring verified

☒ Date of Basic 3 day course

☒ Date of Refresher 1 day course

☒ Monitoring Questions answered

☒ Cost Sharing K

☒ Non-profit Status B.B. M 1/3 p. 342

☒ IDC negotiated/verified

☒ Multiple PRC Codes/Allocation Meth.

☒ Justification for Statutory Authority 103

☒ Regulatory Authority 40 CFR 30

☒ CFDA/Program Code 66.054/2A

☒ Correct Object Class 4143

☒ Justification for Mixed Appropriation/Alloc Meth

☒ SRC Approval over \$1M

☐ Dec Memo: Justification for Assistance

☐ Dec Memo: Justification for Non-Competition

☐ Dec Memo: Environmental Results

☐ Unsolicited Research - Cost Share required

☐ Acceptable Quality Assurance Plan

☐ Required In-House Review

☐ Required (2) External Reviews (research only)

☐ Negative Review Comments Addressed

☐ Foreign - OIA Approval

☐ FDP/Deviation (add to Title)

☐ Conference Questionnaire

☐ EPA In-Kind in Budget

☐ Human Subjects ORD Approval

☐ Deviation for Extension (Res & Tng)

☐ Minority Issue - Wendy L. Adams (OGC)

☐ Software/Website Models Questionnaire

☐ PRA/ICR Issue - Barbara Pace (OC.C)

☐ EPLS and SND Lists Checked

TERMS AND CONDITIONS NEEDED

☐ Prompt Payment TC 1

☐ No Feds TC 12

☐ Foreign Travel TC 13

☐ ACH TC 2

☐ FSR TC 3

☐ Partial Funding TC 4

☒ Consultants TC 5

☐ Human Subjects TC 6

☐ Animal Subjects TC 7

☐ Paperwork Reduction Act TC 9

☐ Fly America TC 13

☒ DBE/MBE TC 15 w/Attachment/Indian MBE TC 67

☐ IDC - accepting lower rate TC 16

☐ Quality Assurance TC 24

☐ Non-profit Organization TCs 54 & 55

☐ Educational Institution TC 54

☐ State Recipient TCs 11, 51, 52, 53, 73

☐ Program Income (TC 63)

☐ FDP Deviation TC 38

☐ Copyright TC 65

☐ Research Misconduct TC 60

☐ Progress Report TC

☐ Quarterly TC 19

☐ Semi-Annual TC 21

☐ Annual TC 25

☐ Progress Report w/Environmental Results

☐ Final Report TC for NCER TC 22

☐ Final Report for other ORD offices TC 27

☐ Final Report for Part 30 & 31 TC 32

☐ Final Report w/Environmental Results

☐ TC re EPA In-kind

☐ TC re Deviation for Extension

☐ Civil Rights Form (TC 61)

☒ Lobbying/Litigation TC 64

☐ Preaward Costs over 90 Days TC 59

☒ Debarment TC 75

☐ Indirect Cost for Non-Profits TC 76

☐ Indirect Cost for State Agencies TC 77

☐ Indirect Cost for Local/Interstate Agencies TC 78

☐ IDC for Indian Tribal Governments TC 79

Grants Specialist Signature: John Wintery

Date: 11/30/05

Special
IDC TC

TELEFAX

US Environmental Protection Agency (USEPA)
Office of Atmospheric Programs (OAP)
Climate Protection Partnerships Division (CPPD)
Management Operations Staff (MOS)

Telefax# (202) 343-2235

Telephone (202) 343-9736

Date: 12/8/05

To: Asher WeinbergOffice: GOBTelefax# (202) 565-2470 (Phone# (202) 564-5348)From: Susan DannellyNumber of Pages Including Cover Sheet: 3Comments: Allocation Methodology
for BPI XA 83/99901-1

Dec. 08 2005 10:37AM P2

FAX NO. : 2023432235

FROM : CLIMATE PROTECTION DIVISION

Allocation Methodology for Building Performance Institute, Inc.

1. The incremental funding of for this Cooperative Agreement to the Building Performance Institute (BPI) will be allocated between two funding sources. The objective of this agreement is to fund the continued efforts of BPI to advance the development of national certification of contractors to deliver whole house energy efficiency improvements in existing homes. This certification addresses advanced diagnostics for homes and multiple systems within the home: including heating, cooling, , the building envelope, and electric baseload. BPI has been building off the foundation of their previous work establishing technician testing, development and deployment of standards and quality assurance of services delivered by contractors in New York, Kansas City and a few other markets.
2. The time period for the methodology is fiscal years 06-07.
3. The allocation methodology is described in the attached chart.